

CONDUCTING GOODS AND SERVICES MEETINGS VIA COMMUNICATIONS MEDIA TECHNOLOGY

Policy / Legislation: Florida Executive Order 20-69, issued March 20, 2020, in part, suspended any Florida Statute that requires a local government body to meet in a specified place and provided that during the COVID-19 emergency, local government bodies may utilize communications media technology, such as telephonic and video conferencing as provided in section 120.54(5)(b)(2), Florida Statutes. On March 28, 2020, the County Attorney’s Office (CAO) issued a memorandum which stated that the County may use communications media technology to provide remote access consistent with the requirements of Florida Statutes in order to conduct selection committee meetings. Additionally, the Commission on Ethics has provided an email, included as an attachment to the CAO memorandum, that conducting meetings using communications meeting technologies is consistent with current legislative requirements and does not create any Ethics violations. Further, on April 2, 2020, the CAO provide a written amendment to the previous memorandum in the form of an email to advise that a physical access point is no longer required for public meetings under Florida Sunshine Law or the Cone of Silence during the declared COVID-19 state of emergency as a result of the Florida Governor’s Executive Order 20-91 issued April 1, 2020.

Purpose: The purpose of this procedure is to establish the protocols and guidelines for conducting meetings for Goods and Services acquisitions using Communications Media Technology during the declared COVID-19 State of Emergency.

Kick-Off Meeting Procedures		
Step	Responsibility	Action
1	Procurement Contracting Officer (PCO)	PCO contacts all members of the Competitive Selection Committee (CSC) via email (including a CC to the Clerk of the Board, clerk.board@miamidade.gov) to request dates of availability for a one hour meeting, advising that the meeting will be conducted remotely and will not require in person attendance, and including a deadline by which availability must be submitted. A copy of the CSC Appointment memo should be included as an attachment to the email request.

Kick-Off Meeting Procedures

Step	Responsibility	Action
2	PCO supported by the Procurement Contracting Manager (PCM)	<p>PCO reviews the responses from the CSC to determine the date(s) of meeting. Kick-Off Meetings shall be limited to general instructions by the PCO relating to the process and shall not result in any CSC deliberation, scoring, or other action. Therefore, it is not required that all CSC members be in attendance at a single session; multiple sessions may be held to facilitate the participation of all CSC members, however, a single meeting is preferred whenever possible. PCO must also confirm availability of his or her PCM and/or another PCO to also be in attendance for the duration of any meeting to serve as a technical backup in the event that the PCO loses internet connection. PCO shall discuss with the PCM to determine who will serve in the role of technical backup.</p> <p>PCO advises the PCM of the date and time of the meeting as well as the name and email address of all meeting attendees, and the PCM creates a Zoom meeting for the designated date and time. The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <i>See X-Files, COVID 19 PROCESS CHANGES & UPDATES, Zoom Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</i></p> <p>When creating the meeting, the PCM will enter the name and email address for the CSC members, the PCO, and the technical backup. Zoom will automatically send an email notification. The PCM will send or forward to the PCO the email invitation for public attendees that contains the website information for the public meeting.</p>
3	PCO	<p>PCO posts the notice of the Kick-Off Meeting on the County Calendar a minimum of 48 hours prior to the scheduled date of the meeting. The instructions for accessing and posting to the County calendar are included as Attachment A to this procedure. The posting must contain the following information:</p> <ul style="list-style-type: none"> • Event Title: Solicitation Number – Meeting Type (Ex: RFP-12345 – Kick-Off Meeting) • Event Description: Solicitation Title and the following information:

Kick-Off Meeting Procedures

Step	Responsibility	Action
		<p>This meeting is being conducted via Zoom. To join the meeting, please visit https://miamidade.zoom.us/xxxx (this information is to be inserted by the PCO from the webinar attendee invitation created by the PCM). Members of the public are not required to enter their name to join the meeting if they do not wish to do so. Members may identify themselves as “Public Attendee.” Members of the public will be granted view-only access to the meeting, but will not be have video or speaking capabilities.</p> <ul style="list-style-type: none"> • Location: See Meeting Description for Access Information • ADA Contact: https://zoom.us/accessibility and PCO contact information
4	PCO supported by PCM	<p>The PCO shall create (NOT distribute) Kick-Off documents and review with the PCM, including the following:</p> <ul style="list-style-type: none"> • Kick-Off Meeting Agenda, Neutrality Affidavits, Committee Instructions, and Scoring Guidelines using the template found in the X-Files, modified for the specific solicitation. <i>See X-Files, 4) Evaluation, Kick-Off Meeting</i> • Solicitation, including all addenda • Proposals • Score sheets for scoring members – A separate score sheet needs to be created for each scoring member in a user-friendly fillable format. <p>The PCO shall discuss the role of Technical Advisors with the PCM to determine if Technical Advisors shall be placed on mute for the duration of the meeting and only allowed to speak when a scoring CSC member poses a question, or if Technical Advisors will be allowed to remain as active participants during the evaluation process. The role of Technical Advisors may vary on different solicitations depending on how technical the proposals are and the skill set of the scoring CSC members. The role of the Technical Advisors should be included as an item on the agenda and clearly explained to the CSC during the meeting.</p>

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Step	Responsibility	Action
5	PCO supported by the PCM/additional PCO	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the PCM shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking “Start” in the middle of the page. The PCO, along with the technical backup as determined in Step 2, shall join the meeting by clicking the link in the Outlook invite (failure to use the link may result in the PCO having restricted access).</p> <p>The PCO shall confirm that their video functionality is working. If not, the PCO may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, the restart their virtual desktop, and re-join the meeting.</p> <p>The PCO may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the PCO uses the call-in number, the PCO shall place the call on speaker phone and click “Mute Audio” in the lower left corner of the window to avoid audio feedback/echoing/interference in the meeting.</p> <p>The PCM shall click on the “Participants” icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The PCM shall right click on the PCO’s picture and select “Make Host.” Then, the PCO shall right click on the technical backup’s picture and select “Make Co-Host.”</p>
6	PCO, CSC, Members of the Public	<p>The PCO shall wait for all scoring members of the CSC to join the Zoom meeting. After logging into the meeting, CSC members may either use the audio/microphone capabilities of Zoom or use the call-in information. If members are using video feed from their computer and the call-in number for audio, the PCO shall click on the microphone icon in the bottom left corner of the member’s video feed or “Mute” in the upper right corner of the member’s video feed in order to mute the member to avoid audio feedback/echoing/interference in the meeting. CSC members should appear in the Participants tab under the section labeled “Panelist.” This allows them to have both Zoom audio and video capabilities, assuming they have the technical capabilities in their computer (i.e. a microphone and web camera). Members of the public should appear in a separate tab named “Attendee” to the right of the Participant listing. Attendees do not have audio or video capabilities, but may view and listen. In the event that a CSC</p>

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		<p>member is appearing in the Attendee tab, the PCO can grant them the ability to participate with audio by click on the member’s name and selecting “Allow to speak.” Video capabilities cannot be enabled. The likely cause of the CSC member appearing as an Attendee is that they did not join using the link, but rather, went directly to the Zoom application and enter the meeting ID.</p> <p>Upon confirmation that all CSC members are present in the Zoom meeting, which can be done by asking observing attendee names as they join and then asking each member to verbally announce themselves, the PCO may begin the meeting.</p>
7	PCO	<p>The PCO shall advise the CSC that the meeting is going to begin. The PCO shall begin an audio recording using an external recorder. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced. The PCO shall conduct the Kick-Off Meeting in accordance with the Kick-Off Meeting Agenda. Additionally, the PCO should advise that members of the public may be observing the meeting via web broadcast but do not have audio or video capability as the meeting does not constitute a public hearing and therefore, members of the public will not be addressing the CSC. All CSC members must identify themselves verbally for the record to confirm they are in attendance.</p> <p>The PCO may use the screen sharing feature of Zoom to display various documents while the meeting is conducted by clicking on Share Screen on the lower middle portion of the screen, and then selecting the appropriate window that they wish to display.</p>
8	PCO	<p>At the close of the meeting, the PCO shall advise the CSC that they will be receiving an email that contains all associated solicitation documents, which shall be received prior to the close of the business day (or the following day if meetings are conducted at 4pm or later). PCO shall then click on the “Leave Meeting” link in the bottom right corner, select “End Meeting” from the pop-up window and shall then turn off the recorder.</p>
9	PCO	<p>The PCO shall draft and send an email that contains the documents prepared in Step 5 to the CSC members by close</p>

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		<p>of the business day (or the following day if meetings are conducted at 4pm or later) using the template contained in the X-Files, <i>See X-Files, COVID 19 PROCESS CHANGES & UPDATES, Kick-Off Meeting Email Template</i></p> <p>Documents may be distributed via Option 1 or Option 2, as outlined below. Scores sheets should be emailed individually to each scoring member of the CSC in a fillable, user friendly format.</p> <ul style="list-style-type: none"> • Option 1: If all CSC members are internal County personnel, and do not include participants from Miami-Dade Police or Miami-Dade Aviation Departments, PCO should create a file in the BidSync share drive and provide a hyper link to the CSC members via email so that they may access the Proposals. • Option 2: If there are CSC members that are not County personnel or are employees of either Miami-Dade Police or Miami-Dade Aviation, Proposals may be provided using Mai Xpress by following the instructions included at the following website: http://intra3.miamidade.gov/procurement/file-transfer.asp <p>Note: If any documents contain information that must be provided to and/or held as confidential by the CSC, consult with the PCM for further instruction prior to distributing any documents.</p>

Evaluation Meeting Procedures

Step	Responsibility	Action
1	PCO supported by PCM	<p>PCO should consult with PCM to determine an appropriate duration for the Evaluation Meeting, based on the number of proposals received and the volume of such proposals. PCO should be mindful of all tasks to be completed during the meeting, including technical discussion, scoring, tabulation of scores, recommendations for next steps, etc. This may have done as part of the preparation for the Kick-Off Meeting or may be discussed after the Kick-Off Meeting is feedback was received from the CSC regarding the time needed to discuss.</p>

Evaluation Meeting Procedures

Step	Responsibility	Action
2	PCO	<p>If dates were not discussed and predetermined during the Kick-Off Meeting, PCO contacts all members of the Competitive Selection Committee (CSC) via email (including a CC to the Clerk of the Board, clerk.board@miamidade.gov) to request dates of availability for the Evaluation Meeting, advising that the meeting will be conducted remotely and will not require in person attendance, and including a deadline by which availability must be submitted.</p>
3	PCO supported by PCM	<p>PCO reviews the responses from the CSC to determine the date(s) of meeting. All scoring members must be present at all Evaluation Meetings.</p> <p>PCO must also confirm availability of his or her PCM and/or another PCO to also be in attendance for the duration of any meeting to serve as a technical backup in the event that the PCO loses internet connection. PCO shall discuss with the PCM to determine who will serve in the role of technical backup.</p> <p>PCO advises the PCM of the date and time of the meeting as well as the name and email address of all meeting attendees, and the PCM creates a Zoom meeting for the designated date and time. The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <i>See X-Files, COVID 19 PROCESS CHANGES & UPDATES, Zoom Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</i></p> <p>When creating the meeting, the PCM will enter the name and email address for the CSC members, the PCO, and the technical backup. Zoom will automatically send an email notification. The PCM will send or forward to the PCO the email invitation for public attendees that contains the website information for the public meeting.</p>
4	PCO	<p>PCO posts the notice of the Evaluation Meeting on the County Calendar a minimum of 48 hours prior to the scheduled date of the meeting. The instructions for accessing and posting to the County calendar are included as Attachment A to this procedure. The posting must contain the following information:</p> <ul style="list-style-type: none"> • Event Title: Solicitation Number – Meeting Type (Ex: RFP-12345 – Evaluation Meeting)

Evaluation Meeting Procedures

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		<ul style="list-style-type: none"> • Event Description: Solicitation Title and the following information: • Event Description: Solicitation Title and the following information: This meeting is being conducted via Zoom. To join the meeting, please visit https://miamidade.zoom.us/xxxx (this information is to be inserted by the PCO from the webinar attendee invitation created by the PCM). Members of the public are not required to enter their name to join the meeting if they do not wish to do so. Members may identify themselves as “Public Attendee.” Members of the public will be granted view-only access to the meeting, but will not be have video or speaking capabilities. • Location: See Meeting Description for Access Information • ADA Contact: https://zoom.us/accessibility and PCO contract information
5	PCO supported by PCM	<p>The PCO shall create (NOT distribute) the Evaluation Meeting Agenda and review with the PCM. <i>See X-Files, 4) Evaluation, Evaluation Meeting</i></p> <p>In addition to the agenda, the PCO shall also write the name of each proposer onto a separate slip of paper to be prepared in the event an order selection for oral presentations is required (See Step 13).</p>
6	PCM supported by PCO/Additional PCO	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the PCM shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking “Start” in the middle of the page. The PCO, along with the technical backup as determined in Step 2, shall join the meeting by clicking the link in the Outlook invite (failure to use the link may result in the PCO having restricted access).</p> <p>The PCO shall confirm that their video functionality is working. If not, the PCO may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, the restart their virtual desktop, and re-join the meeting.</p>

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Step	Responsibility	Action
		<p>The PCO may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the PCO uses the call-in number, the PCO shall place the call on speaker phone and click “Mute Audio” in the lower left corner of the window to avoid audio feedback/echoing/interference in the meeting.</p> <p>The PCM shall click on the “Participants” icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The PCM shall right click on the PCO’s picture and select “Make Host.” Then, the PCO shall right click on the technical backup’s picture and select “Make Co-Host.”</p>
7	PCO, CSC, Members of the Public	<p>The PCO shall wait for all scoring members of the CSC to join the Zoom meeting. After logging into the meeting, CSC members may either use the audio/microphone capabilities of Zoom or use the call-in information. If members are using video feed from their computer and the call-in number for audio, the PCO shall click on the microphone icon in the bottom left corner of the member’s video feed or “Mute” in the upper right corner of the member’s video feed in order to mute the member to avoid audio feedback/echoing/interference in the meeting. CSC members should appear in the Participants tab under the section labeled “Panelist.” This allows them to have both Zoom audio and video capabilities, assuming they have the technical capabilities in their computer (i.e. a microphone and web camera). Members of the public should appear in a separate tab named “Attendee” to the right of the Participant listing. Attendees do not have audio or video capabilities, but may view and listen. In the event that a CSC member is appearing in the Attendee tab, the PCO can grant them the ability to participate with audio by click on the member’s name and selecting “Allow to speak.” Video capabilities cannot be enabled. The likely cause of the CSC member appearing as an Attendee is that they did not join using the link, but rather, went directly to the Zoom application and enter the meeting ID.</p> <p>Upon confirmation that all CSC members are present in the Zoom meeting, which can be done by asking observing attendee names as they join and then asking each member to verbally announce themselves, the PCO may begin the meeting.</p>

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Step	Responsibility	Action
8	PCO	<p>The PCO shall advise the CSC that the meeting is going to begin. The PCO shall begin an audio recording using an external recorder. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced. The PCO shall conduct the Evaluation Meeting in accordance with the Evaluation Meeting Agenda. Additionally, the PCO should advise that members of the public may be observing the meeting via web broadcast but do not have audio or video capability as the meeting does not constitute a public hearing and therefore, members of the public will not be addressing the CSC. All CSC members must identify themselves verbally for the record to confirm they are in attendance.</p> <p>The PCO may use the screen sharing feature of Zoom to display various documents while the meeting is conducted by clicking on Share Screen on the lower middle portion of the screen, and then selecting the appropriate window that they wish to display.</p>
9	PCO	<p>When the CSC scoring members have determined that they have reached a point where they are ready to conduct preliminary scoring, the PCO shall announce the following:</p> <ul style="list-style-type: none"> • CSC discussions are to cease and to facilitate this, all members will be placed on mute following these procedural announcements. • Advise scoring members to complete their score sheet to include their preliminary scores so the PCO may tabulate a preliminary composite score sheet and identify any deviations in scores which may warrant further consideration. • Notify the CSC that if any deviations are identified, the PCO will bring these to the attention of the CSC so that further discussion can be conducted prior to scores being finalized and read into the record. • Advise all scoring members to enter their preliminary scores into the score sheet and provide it via email to

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		<p>the PCO (including a CC to the Clerk of the Board, clerk.board@miamidade.gov).</p> <ul style="list-style-type: none"> • Advise the CSC that the PCO will notify them when all scores have been received so that a short recess can be taken to allow for tabulation of the scores. • Ask if there are any questions. <p>The PCO shall then place all CSC members on mute by clicking into the Participants window on the right side of the screen, selecting the Panelist tab, and selecting “Mute All” on the bottom of the window.</p>
10	PCO	<p>The PCO shall receive all score sheets via email. The PCO shall announce to the CSC that score sheets have been received and that a short break will take place while the preliminary tabulation is completed. Give a time-certain as to when the CSC shall reconvene. This time should account for a PCM and/or peer review of the composite to be completed.</p> <p><u>Note: The Zoom meeting should not be exited or “ended” during this time, it is to remain open as closing it will end the session and the meeting access code will no longer be valid. The audio recorder may be paused during this time.</u></p>
11	PCO supported by PCM/PCO	<p>The PCO shall complete a preliminary composite sheet and send it via email to PCM or other designated PCO for quality control. The party conducting the review must be aware that the meeting is ongoing and be capable of conducting an immediate review. Upon completion of the tabulation, the PCO should make note of any deviations.</p>
12	PCO	<p>The PCO shall reconvene the meeting and restart the audio recorder at the predetermined time, unmute the CSC members by selected “Unmute All” on the bottom of the Panelist tab of the Participant window. The PCO shall ask all CSC members to announce themselves for the record to confirm they are still in attendance. The PCO shall notify the CSC if any deviations were identified.</p>

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Step	Responsibility	Action
		<p>If no deviations were identified, the PCO shall ask the scoring members to read the scores into the record. The PCO should announce the order in which CSC members will read their scores. This should be done alphabetically.</p> <p>The PCO shall then place all CSC members on mute by clicking into the Participants window on the right side of the screen, selecting the Panelist tab, and selecting “Mute All” on the bottom of the window. The PCO shall then unmute only the member that is reading their scores into the records by reviewing the Panelist list, clicking on the applicable CSC member and selecting “Unmute.” After the CSC member has read their scores, the PCO shall place them back on mute by clicking on the applicable CSC member in the Panelist list and selecting “Mute.” This process shall be followed until all CSC members have read their scores into the record. The PCO shall then advise all members that they are remaining on mute so that the composite scores can be read. The PCO shall use the screen sharing feature of Zoom to display the composite score tabulation while reading the composite scores into the record by clicking on Share Screen on the lower middle portion of the screen, and then selecting the appropriate window that they wish to display.</p> <p>If deviations are identified, the PCO shall identify the criteria under which deviations exist and ask each scoring member individually to explain the methodology they used to derive their score and any factors that influenced them. Upon conclusion of this discussion, repeat Step 10.</p>
13	PCO	<p>After the PCO has read the scores into the record, the PCO shall unmute all CSC members by clicking into the Participants window on the right side of the screen, selecting the Panelist tab, and selecting “Unmute All” on the bottom of the window. The PCO shall then ask the CSC for their recommendation for next steps: Scenario 1 (Oral Presentations) or Scenario 2 (No Oral Presentations).</p> <p>Scenario 1 (Oral Presentations): If oral presentations are requested by the CSC, PCO should request feedback regarding duration and content. Should additional discussion regarding the content of the Oral Presentations be required that exceeds the available duration of the Evaluation Meeting</p>

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Step	Responsibility	Action
		<p>be required, please see the Other Types of CSC Meetings Procedure.</p> <p>To select the order in which proposers will conduct oral presentations, the PCO shall notify the CSC that each applicable proposers name has been recorded on a slip of paper and then hold up each slip of paper so that it clearly displays in the PCOs web camera. The PCO shall advise the CSC that the PCO is conducting a random drawing to assign the order of oral presentations. The PCO shall place each slip of paper into a container, shake the container to shuffle the slips, turn so that the PCOs face is looking into the web camera and not into the container, and then draw out the slips one at a time, displaying each slip for the web camera as it is selected and read the proposers name aloud for the record. After all names have been drawn, the PCO should restate the order for the record. PCO shall then follow the remaining steps on the Evaluation Meeting Agenda. PCO shall then click on the “Leave Meeting” link in the bottom right corner, select “End Meeting” from the pop-up window and shall then turn off the recorder.</p> <p>Scenario 2 (No Oral Presentations or Evaluation Meeting After Oral Presentations have already been conducted): PCO should thank the CSC for their participation and follow the remaining steps on the Evaluation Meeting Agenda. PCO shall then click on the “Leave Meeting” link in the bottom right corner, select “End Meeting” from the pop-up window and shall then turn off the recorder.</p>

Oral Presentation Procedures

Step	Responsibility	Action
1	PCO	<p>If dates were not discussed and predetermined during the Evaluation Meeting, PCO contacts all members of the Competitive Selection Committee (CSC) via email (including a CC to the Clerk of the Board, clerk.board@miamidade.gov) to request dates of availability for the Oral Presentations, advising that the meeting will be conducted remotely and will not require in person attendance, and including a deadline by which availability must be submitted.</p>

Oral Presentation Procedures

Step	Responsibility	Action
2	PCO	<p>Upon determination of available dates for the oral presentations, PCO reviews the responses from the CSC to determine the date(s) of meeting. All scoring members must be present at all Oral Presentations. It is recommended that a period of at least 15 minutes be left between each presentation to allow for late starts or the needs for CSC members to take a break between presentations.</p> <p>PCO must also confirm availability of his or her PCM and/or another PCO to also be in attendance for the duration of any meeting to serve as a technical backup in the event that the PCO loses internet connection. PCO shall discuss with the PCM to determine who will serve in the role of technical backup.</p> <p>PCO advises the PCM of the date and time of each oral presentation as well as the name and email address of all meeting attendees, and the PCM creates a separate Zoom meeting for each oral presentation at the designated date and time. The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <i>See X-Files, COVID 19 PROCESS CHANGES & UPDATES, Zoom Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</i></p> <p>When creating the meeting, the PCM will enter the name and email address for the CSC members, the PCO, the technical backup, and the proposer participants. Zoom will automatically send an email notification. The PCM will send or forward to the PCO the email invitation for public attendees that contains the website information for the public meeting.</p>
3	PCO supported by PCM	<p>The PCO shall notify all proposers that have been invited to participate in oral presentations via email, including a CC to the Clerk of the Board, clerk.board@miamidade.gov, based upon the email template found in the X-Files. <i>See X-Files, COVID 19 PROCESS CHANGES & UPDATES, Oral Presentation Email Template</i></p>
4	PCO	<p>PCO posts the notice of the Oral Presentations on the County Calendar a minimum of 48 hours prior to the scheduled date of the meeting. Each Oral Presentation must be posted to</p>

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Step	Responsibility	Action
		<p>separately to allow for the specific Zoom meeting information for each presentation to be entered. A minimum of 15 minutes between each presentation is recommended to allow for additional time in the event that a previous presentation starts late and to allow CSC members a break between presentations. The instructions for accessing and posting to the County calendar are included as Attachment A to this procedure. The posting must contain the following information:</p> <ul style="list-style-type: none"> • Event Title: Solicitation Number – Meeting Type (Ex: RFP-12345 – Oral Presentation) • Event Description: Solicitation Title and the following information: • Event Description: Solicitation Title and the following information: This meeting is being conducted via Zoom. To join the meeting, please visit https://miamidade.zoom.us/xxxx (this information is to be inserted by the PCO from the webinar attendee invitation created by the PCM). Members of the public are not required to enter their name to join the meeting if they do not wish to do so. Members may identify themselves as “Public Attendee.” Members of the public will be granted view-only access to the meeting, but will not be have video or speaking capabilities. • Location: See Meeting Description for Access Information • ADA Contact: https://zoom.us/accessibility and PCO contact information
5	PCO supported by PCM	<p>The PCO shall create (NOT distribute) the Oral Presentation Agenda and review with the PCM. <i>See X-Files, 4) Evaluation, Evaluation Meeting</i></p> <p>The PCO shall provide any additional documents (i.e. listing of topics or clarification questions to be addressed) to the participating proposers via email.</p>
6	PCM supported by PCO	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the PCM shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking</p>

Oral Presentation Procedures

Step	Responsibility	Action
		<p>“Start” in the middle of the page. The PCO, along with the technical backup as determined in Step 2, shall join the meeting by clicking the link in the Outlook invite (failure to use the link may result in the PCO having restricted access).</p> <p>The PCO shall confirm that their video functionality is working. If not, the PCO may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, the restart their virtual desktop, and re-join the meeting.</p> <p>The PCO may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the PCO uses the call-in number, the PCO shall place the call on speaker phone and click “Mute Audio” in the lower left corner of the window to avoid audio feedback/echoing/interference in the meeting.</p> <p>The PCM shall click on the “Participants” icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The PCM shall right click on the PCO’s picture and select “Make Host.” Then, the PCO shall right click on the technical backup’s picture and select “Make Co-Host.”</p>
7	PCO, CSC, Members of the Public	<p>The PCO shall wait for all scoring members of the CSC to join the Zoom meeting. After logging into the meeting, CSC members may either use the audio/microphone capabilities of Zoom or use the call-in information. If members are using video feed from their computer and the call-in number for audio, the PCO shall click on the microphone icon in the bottom left corner of the member’s video feed or “Mute” in the upper right corner of the member’s video feed in order to mute the member to avoid audio feedback/echoing/interference in the meeting. CSC members should appear in the Participants tab under the section labeled “Panelist.” This allows them to have both Zoom audio and video capabilities, assuming they have the technical capabilities in their computer (i.e. a microphone and web camera). Members of the public should appear in a separate tab named “Attendee” to the right of the Participant listing. Attendees do not have audio or video capabilities, but may view and listen. In the event that a CSC member is appearing in the Attendee tab, the PCO can grant them the ability to participate with audio by click on the member’s name and selecting “Allow to speak.” Video capabilities cannot be enabled. The likely cause of the CSC</p>

Oral Presentation Procedures

Step	Responsibility	Action
		<p>member appearing as an Attendee is that they did not join using the link, but rather, went directly to the Zoom application and enter the meeting ID.</p> <p>Upon confirmation that all CSC members are present in the Zoom meeting, which can be done by asking observing attendee names as they join and then asking each member to verbally announce themselves, the PCO may begin the meeting.</p>
8	PCO	<p>The PCO shall advise the CSC that the meeting is going to begin. The PCO shall begin an audio recording using an external recorder. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced. The PCO shall conduct the Evaluation Meeting in accordance with the Evaluation Meeting Agenda. Additionally, the PCO should advise that members of the public may be observing the meeting via web broadcast but do not have audio or video capability as the meeting does not constitute a public hearing and therefore, members of the public will not be addressing the CSC. All CSC members must identify themselves verbally for the record to confirm they are in attendance.</p> <p>The PCO shall have all members of the proposer identify themselves for the record, and validate each name against the Lobbyist Registration for Oral Presentation Affidavit. If a proposer representative is not listed on the affidavit, the PCO shall mute that participant for the duration of the Oral Presentation by clicking on the participant's name from the Panelist tab, and selecting "Mute Audio."</p> <p>Upon completion of the introduction, the PCO shall ask the proposer which participant requires screen sharing capability. The PCO shall then right click on that participant and select "Make Co-host." The PCO shall then advise that participant that they may use screen sharing capability by clicking on "Share Screen" in the middle of the bottom area of the Zoom window. The PCO shall then advise that the time limit for the Oral Presentation is now beginning and advise that upon expiration of the time limit, the Zoom meeting will be promptly ended.</p>

Oral Presentation Procedures

Step	Responsibility	Action
		Should the proposer wish to allow a different participant to display during the presentation, the PCO shall then right click on that participant and select "Make Co-host."
9	PCO	The PCO shall periodically advise the proposer of the time remaining in the presentation. Upon expiration of the time limit, PCO shall click on the "Leave Meeting" link in the bottom right corner, select "End Meeting" from the pop-up window and shall then turn off the recorder.
10	PCO	PCO shall complete Steps 6 through 9 for all remaining proposers.

Other Types Meeting Procedures

Step	Responsibility	Action
1	PCO supported by PCM	PCO works with the PCM to develop a meeting agenda for the type of meeting to be conducted. Other meetings include meetings during which the CSC needs to engage in verbal conversations, but are not completing evaluation or conducting oral presentations. These may include pre-proposal conferences, meetings during which requests for clarifications are drafted, oral presentation topics are defined, documents are distributed to the CSC that require explanation that is not well addressed via email, etc.
2	Procurement Contracting Officer (PCO)	PCO contacts all members of the Competitive Selection Committee (CSC) or client project representatives as applicable to the meeting type (i.e. pre-proposal conferences may include the client project manager, but may not include members of the CSC, drafting sessions may include technical advisors only, etc.), via email (including a CC to the Clerk of the Board, clerk.board@miamidade.gov) to request dates of availability for the meeting, advising that the meeting will be conducted remotely and will not require in person attendance, and including a deadline by which availability must be submitted.
3	PCO	PCO reviews the responses from the participants to determine the date(s) of meeting.

Other Types Meeting Procedures

Step	Responsibility	Action
		<p>PCO must also confirm availability of his or her PCM and/or another PCO to also be in attendance for the duration of any meeting to serve as a technical backup in the event that the PCO loses internet connection. PCO shall discuss with the PCM to determine who will serve in the role of technical backup.</p> <p>PCO advises the PCM of the date and time of the meeting as well as the name and email address of all meeting attendees, and the PCM creates a Zoom meeting for the designated date and time. The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <i>See X-Files, COVID 19 PROCESS CHANGES & UPDATES, Zoom Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</i></p> <p>When creating the meeting, the PCM will enter the name and email address for the participants, the PCO, and the technical backup. Zoom will automatically send an email notification. The PCM will send or forward to the PCO the email invitation for public attendees that contains the website information for the public meeting</p>
4	PCO	<p>PCO posts the notice of the meeting on the County Calendar a minimum of 48 hours prior to the scheduled date of the meeting. The instructions for accessing and posting to the County calendar are included as Attachment A to this procedure. The posting must contain the following information:</p> <ul style="list-style-type: none"> • Event Title: Solicitation Number – Meeting Type (Ex: RFP-12345 – Type of Meeting) • Event Description: Solicitation Title and the following information: This meeting is being conducted via Zoom. To join the meeting, please visit https://miamidade.zoom.us/xxxx (this information is to be inserted by the PCO from the webinar attendee invitation created by the PCM). Members of the public are not required to enter their name to join the meeting if they do not wish to do so. Members may identify themselves as “Public Attendee.” Members of the public will be granted view-only access to the meeting, but will not be have video or speaking capabilities.

Other Types Meeting Procedures

Step	Responsibility	Action
		<ul style="list-style-type: none"> • Location: See Meeting Description for Access Information • ADA Contact: https://zoom.us/accessibility and the PCO contact information
5	PCO	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the PCM shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking “Start” in the middle of the page. The PCO, along with the technical backup as determined in Step 2, shall join the meeting by clicking the link in the Outlook invite (failure to use the link may result in the PCO having restricted access).</p> <p>The PCO shall confirm that their video functionality is working. If not, the PCO may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, the restart their virtual desktop, and re-join the meeting.</p> <p>The PCO may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the PCO uses the call-in number, the PCO shall place the call on speaker phone and click “Mute Audio” in the lower left corner of the window to avoid audio feedback/echoing/interference in the meeting.</p> <p>The PCM shall click on the “Participants” icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The PCM shall right click on the PCO’s picture and select “Make Host.” Then, the PCO shall right click on the technical backup’s picture and select “Make Co-Host.”</p>
6	PCO, CSC, Members of the Public	<p>The PCO shall wait for all required participants to join the Zoom meeting. After logging into the meeting, participants may either use the audio/microphone capabilities of Zoom or use the call-in information. If members are using video feed from their computer and the call-in number for audio, the PCO shall click on the microphone icon in the bottom left corner of the member’s video feed or “Mute” in the upper right corner of the member’s video feed in order to mute the member to avoid audio feedback/echoing/interference in the meeting. County participants should appear in the Participants tab under the section labeled “Panelist.” This allows them to have both Zoom audio and video capabilities, assuming they have the</p>

Other Types Meeting Procedures

Step	Responsibility	Action
		<p>technical capabilities in their computer (i.e. a microphone and web camera). Members of the public should appear in a separate tab named “Attendee” to the right of the Participant listing. Attendees do not have audio or video capabilities, but may view and listen. In the event that a County participant is appearing in the Attendee tab, the PCO can grant them the ability to participate with audio by click on the member’s name and selecting “Allow to speak.” Video capabilities cannot be enabled. The likely cause of the County participant appearing as an Attendee is that they did not join using the link, but rather, went directly to the Zoom application and enter the meeting ID.</p> <p>Upon confirmation that all County participants are present in the Zoom meeting, which can be done by asking observing attendee names as they join and then asking each member to verbally announce themselves, the PCO may begin the meeting.</p>
7	PCO	<p>The PCO shall advise the participants that the meeting is going to begin. The PCO shall begin an audio recording using an external recorder. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced. The PCO shall conduct the meeting in accordance with the meeting agenda. Additionally, the PCO should advise that members of the public may be observing the meeting via web broadcast but do not have audio or video capability as the meeting does not constitute a public hearing and therefore, members of the public will not be addressing the County participants.</p> <p>Note for Pre-proposal Conferences: Audio recording of Pre-proposal Conferences is not required. Additionally, the PCO should advise members of the public that they will be permitted to pose questions at the end of the Pre-proposal Conference. In order to do so, attendees must use the “Raise Your Hand” functionality in Zoom. To do so, attendees should click on the three dots located in the lower right corner of the Zoom window and then select “Raise Your Hand.” Zoom will automatically arrange the Attendee tab on the Participant window in the order in which attendees raise their hands. The PCO can then</p>

Other Types Meeting Procedures

Step	Responsibility	Action
		<p>click on the attendees one at a time and select “Allow Attendee to Speak.” After the attendee has asked the question, the PCO should then click the attendee and select “Disable Attendee ability to Speak.”</p> <p>The PCO may use the screen sharing feature of Zoom to display various documents while the meeting is conducted by clicking on Share Screen on the lower middle portion of the screen, and then selecting the appropriate window that they wish to display.</p>
8	PCO	<p>At the close of the meeting, the PCO shall advise the participants of any necessary information. PCO shall then click on the “Leave Meeting” link in the bottom right corner, select “End Meeting” from the pop-up window and shall then turn off the recorder.</p>

Negotiation Meetings

Negotiation processes for goods and services do not have a legislative requirement to be conducted as a public meeting. As such, existing processes for conducting negotiations via Communications Media Technology remain in effect. As an additional tool, SPD staff may now use Zoom to conduct meetings. This section provides tools and information on the use of Zoom. Please note, negotiation meetings are conducted using a DIFFERENT MEETING TYPE than public meetings, and therefore, setup instructions are different. All steps are completed AFTER approval to proceed to negotiations is received from the appropriate authority.

Step	Responsibility	Action
1	PCO	<p>If, as a result of the evaluation process, the CSC recommends proceeding to negotiations, and the PCO intends to use Zoom for conducting negotiations, the PCO shall notify all proposers that have been invited to participate in negotiations via email, including a CC to the Clerk of the Board, clerk.board@miamidade.gov, based upon the email template found in the X-Files. <i>See X-Files, COVID 19 PROCESS CHANGES & UPDATES, Negotiations Meeting Email Template</i></p>
2	PCO supported by PCM	<p>PCO reviews the responses from the participants to determine the date(s) of meeting.</p>

		<p>PCO must also confirm availability of his or her PCM and/or another PCO to also be in attendance for the duration of any meeting to serve as a technical backup in the event that the PCO loses internet connection. PCO shall discuss with the PCM to determine who will serve in the role of technical backup.</p> <p>PCO advises the PCM of the date and time of the meeting, and the PCM creates a Zoom meeting for the designated date and time. The instructions for creating and configuring a Zoom meeting are available in video format in the X-files. <i>See X-Files, COVID 19 PROCESS CHANGES & UPDATES, Negotiation Meeting Setup Instructions (Please note the video must be viewed using Windows Media Player to display properly).</i></p> <p>PCM shall send the details of the Zoom meeting (Meeting ID Number and Password) to the PCO. The PCO shall create meeting invites and provide the information to the appropriate participants. Please note: the PCO may wish to send a general invitation first without including the Zoom information in order to prevent the Zoom details from being disclosed via public records request prior to the meeting taking place. The PCO may send the details of the Zoom meeting at a later time, closer to the actual negotiation meeting</p>
3	PCO supported by PCM/Additional PCO	<p>A minimum of ten minutes prior to the scheduled beginning of the meeting, the PCM shall start the Zoom meeting by opening the Zoom app or website, selecting the applicable meeting from the menu on the left side of the window, and clicking "Start" in the middle of the page. The PCO, along with the technical backup as determined in Step 2, shall join the meeting by clicking the link in the Outlook invite.</p> <p>The PCO shall confirm that their video functionality is working. If not, the PCO may need to log out of their virtual desktop/thin client (not just close the window), restart their computer, the restart their virtual desktop, and re-join the meeting.</p> <p>The PCO may either use the audio features of their computer, or alternatively, may use the Zoom provided call-in number. If the PCO uses the call-in number, the PCO shall place the call on speaker phone and click "Mute Audio" in the lower left corner of the window to avoid audio feedback/echoing/interference in the meeting.</p>

		<p>The PCM shall click on the “Participants” icon on the bottom middle of the Zoom window. A viewing pane of all participants will appear on the right. The PCM shall right click on the PCO’s picture and select “Make Host.” Then, the PCO shall right click on the technical backup’s picture and select “Make Co-Host.”</p>
		<p>The PCO shall wait for all County and vendor participants to join the Zoom meeting. After logging into the meeting, CSC members may either use the audio/microphone capabilities of Zoom or use the call-in information. If members are using video feed from their computer and the call-in number for audio, the PCO shall click on the microphone icon in the bottom left corner of the member’s video feed or “Mute” in the upper right corner of the member’s video feed in order to mute the member to avoid audio feedback/echoing/interference in the meeting.</p>
4	<p>PCO supported by PCM/Additional PCO and Negotiation Participants</p>	<p>The PCO shall advise the participants that the meeting is going to begin. The PCO shall begin an audio recording using an external recorder. Please note, the County is not currently licensed for Zoom to produce recordings of meetings, therefore, it is critical that the audio recording be produced. The PCO shall conduct the negotiations in accordance with the established meeting agenda.</p> <p>The PCO may use the screen sharing feature of Zoom to display various documents while the meeting is conducted by clicking on Share Screen on the lower middle portion of the screen, and then selecting the appropriate window that they wish to display. The PCO may also allow other participants to use the screen sharing feature by right clicking on that participant and select “Make Co-host.” The PCO shall then advise that participant that they may use screen sharing capability by clicking on “Share Screen” in the middle of the bottom area of the Zoom window.</p>
5	<p>PCO</p>	<p>At the close of the meeting, the PCO shall advise the participants of any necessary information. PCO shall then click on the “Leave Meeting” link in the bottom right corner, select “End Meeting” from the pop-up window and shall then turn off the recorder.</p>